



## Community Services

Executive Director:

Head Teacher: Peter Bain MA (Hons), MSc.

**Oban High School / Ard Sgoil an Obain**  
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Dear Parent / Carer,

### **Legal requirements for children in employment.**

Argyll and Bute Council has issued a reminder to all schools, employers and parents about the need to apply for a Work Permit before our youngsters are allowed to legally work whilst still at school. This was highlighted in the local press and on the Council website in the last few weeks.

I believe this to be a timely reminder for us as I regret to report that our teachers have noticed an increase in the number of pupils whose tiredness and attention-span in class is of concern. The impact on our children's' health is particularly noticeable during the tourist season when their hours of employment rise, leading to a significant number of pupils who themselves report that their busy part-time employment patterns are affecting their health and their studies.

The work permit application form contains three sections for completion:

- The prospective employer is required to provide details of the nature and hours of work;
- the parent/carer is required to confirm their consent to the child working and that the child is medically fit for the work;
- the Head Teacher is required to confirm whether the proposed work may have a detrimental effect upon the child's ability to take full advantage of their education.

I would like to take the opportunity to thank and give credit to the employers who already work with parents to ensure the work permits are completed each year and I am pleased to note an increase in these applications being received by the school following the Council's publication of the issue.

I am aware that parents/carers have received limited information concerning this matter over the years and understandably may not be familiar with this law. However, rest assured that our Guidance staff and Clan Deputes are on hand to help parents who may have financial concerns or questions linked to this legislation.



The purpose of school is to prepare youngsters for the world of life and work after school. Oban High School fully supports youngsters who wish to work part-time out-with school hours because it gives them essential life skills. However, we do have to ensure that their part-time work does not affect their health or education through finding a balance that is right for each individual.

Additional work permit applications are available from the school office or can be downloaded from the Council's website <http://www.argyll-bute.gov.uk/education-and-learning/employment-children> along with the relevant bylaws.

Yours sincerely



**P A Bain**  
**Head Teacher**

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Name of pupil ..... Class..... Age.....

My child is not currently in part-time paid employment [ ] tick if appropriate

My child is currently in part-time paid employment during term time. [ ] tick if appropriate

(please return a completed Work Permit application form along with this declaration)

Parent/Carer's name.....

Parent/Carer's signature.....

Date signed.....

## Argyll and Bute Council : Community Services : Education

Application for employment permit under byelaws made by Argyll and Bute Council in terms of section 28 of the Children and Young Persons (Scotland) Act 1937, as amended

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**A To be completed by employer and forwarded to child's parent/carer with one copy of notes for guidance**

1 Name of employer

Name of responsible person

2 Address and telephone number of employer

3 Nature of business

4 Nature of employment proposed for child (inc details of tasks involved)

5 Places where child will be employed (inc postcode)

6 Periods during which child will be employed:

<b>School in session</b>	<b>am</b>	<b>pm</b>
Monday to Friday		
Saturday		
Sunday		
<b>School holiday periods</b>	<b>am</b>	<b>pm</b>
Monday to Friday		
Saturday		
Sunday		

7 Please attach a copy of your risk assessment for the work to be undertaken by the above named child.

8 Signature and designation of employer:

Signature

Date

Designation

**B To be completed by parent or carer and forwarded to child's school**

- 1 Name of child
- 2 Address and telephone number
- 3 Date of birth: Day: Month: Year:
- 4 School attending
- 5 Is your child fit to undertake the work for which he/she is to be employed? Yes
- 6 Do you consent for the employment of your child as detailed in part A above? Yes
- 7 Address (if different from 2 above)

8 Signature and relationship to child

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_  
Relationship to child \_\_\_\_\_

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**C To be completed by head teacher/campus principal and forwarded to the area corporate services manager**

(a) I am of the view that the child's ability to take full advantage of his/her education would not be jeopardised by this prospective employment provided that his/her health and welfare and his/her attendance remain satisfactory\*

**or**

(b) I am concerned that the child's ability to take full advantage of his/her education would be jeopardised by this proposed employment having regard to his/her health and welfare\*

\* ~~strikethrough~~ as applicable

School

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_  
Name of head teacher \_\_\_\_\_

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Employment permit number Issued on Initialled

Employment permit refused on

Grounds for refusal